



# *Maintenance*

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The Maintenance section on the menu panel allows users with administrative rights to add and update information on schools, physicians, clinician sites and clinicians.

## Managing Schools

Administrators may enter new and update existing schools and daycare centers using the Manage Schools function. Schools entered using this function will be available for selection from a pick list on the Manage Client screen. Reports may then be generated by school.

### Adding Schools

1. Click on Manage Schools under the Maintenance section of the menu panel.
2. On the Manage Schools screen, press **Add School**.

**Add School**

School Name  **Save**

Street Address  **Cancel**

Other Address  P.O. Box

City  State  Zip  -

Email

Telephone # (  )  -  Ext

3. At the Add School box, fill in the name of the school in the School Name text field. Enter any additional information you wish to supply on the school in the appropriate fields.
4. Press **Save**.
5. Once your school information is successfully saved, "School Added" will appear in the upper right corner of the Edit School box.
6. Press **Cancel** twice to return to the Manage Schools screen.

### Editing School Information

1. Click on Manage Schools under the Maintenance section of the menu panel.
2. On the Manage Schools screen, choose the school whose information you would like to edit from the Select a School to Edit pick list at the top of the screen. Or, click on the school's name in the School Listing at the bottom of the screen.



Required fields are shown in blue type. For example, when entering information on the Add School screen, the School name is required; thus they are shown in blue type. Input fields are not shown in blue are optional.

Select a School to Edit

School Name
Pick a School

List All

3. Add or change information in the Add School box.
4. Press **Save**.
5. Once your changes are successfully saved, "School Updated" will appear in the upper right corner of the box.
6. Press **Cancel** twice to return to the Manage Schools screen.

### Deleting Schools

1. Click on Manage Schools under the Maintenance section of the menu panel.
2. On the Manage Schools screen, choose the school whose information you would like to delete from the Select a School to Edit pick list at the top of the screen.
3. In the Edit School box, press **Delete**.
4. A box will open asking if you want to delete this school. Press **OK**.
5. VIIS will return to the Manage Schools screen and the message "School deleted" will appear at the upper right corner of the screen.

### Listing All Schools

A list of all schools entered into an organization's database may be viewed by choosing **List All** on the Manage Schools screen.

Select a School to Edit

School Name
Pick a School

Add School

List All

Name	Street	City	Phone
Georgia School	123 Anystreet	Anytown	(555) 555-5555 x555
SUNNYDAY CHILDCARE	1414 MAIN ST	Anytown	(555) 555-4321

### Printing All Schools

To print out a list of all the schools in your organization's database, follow these steps:

1. Click Manage Schools under Maintenance on the menu panel.
2. Press **List All** in the Select a School to Edit box.

3. Do one of the following:
  - Choose Eile, then Print, from your browser's menu bar. In the Print dialog box, press **OK**.
  - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
  - Choose Eile, then Print, from your browser's menu bar.
  - In the Print dialog box, press **Properties**.
  - In the Properties box, find the section where you may specify orientation. Choose landscape.
  - Press **OK**.
  - Press **OK** in the Print dialog box.



Required fields are shown in blue type. For example, when entering information on the Add Physician screen, only the physician's last name is required; thus they are shown in blue type. Input fields are not shown in blue are optional.



When entering a physician or health care organization in the Add Physician screen, keep in mind that how you organize this information (by specific doctor, clinic, or both) will be a factor in how you will be able to generate recall and reminder notices for your clients.

## Managing Physicians

Administrators use the Add Physician/Edit Physician screens to enter new and update existing immunization providers. Health care organizations or clinic names may also be entered in the Add Physician screen. Physicians or health care organizations entered on this screen will be available for selection as primary care providers from a pick list on the Manage Client screen. Reports may then be generated from this data.

### *Adding Physicians*

1. Click on Manage Physicians under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, press **Add Physician**.
3. At the Add Physician box, fill in the required field, Last Name, plus any additional information you wish to supply about the physician. The Prefix/Title field, for example, could be filled with "Dr." and the Suffix field would then be "M.D." To add a clinic name, type the site name in the Last Name field and the location in the First Name field.

**Add Physician**

Prefix/Title  Save

First Name  Cancel

Middle Name

Last Name

Suffix

Street Address

Other Address  P.O. Box

City  State  Zip  -

Email

4. Press **Save**.
5. Once the physician is successfully saved, "Physician Added" will appear in the upper right corner of the Edit Physician box.
6. Press **Cancel** twice to return to the Manage Physicians screen.

### *Editing Physician Information*

1. Click on Manage Physicians under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, choose the physician whose information you would like to edit from the Physician Name pick list at the top of the screen. Or, click on the physician's name in the Physician Listing at the bottom of the screen.

**Select a Physician to Edit**

Physician Name  Add Physician List All

**Physician Listing**

Name	Street	City/State/ZIP	Email
Doctoer, Ima	321 Anystreet	Anytown, VA 55555 - 5555	phys@usernet.net
Pediatrician, Ima	321 Anystreet	Anytown, VA 55555 - 5555	phys@usernet.net

3. Add or change information in the Edit Physician box.
4. Press **Save**.
5. Once your changes are successfully saved, "Physician Updated" will appear in the upper right corner of the Edit Physician box.
6. Press **Cancel** twice to return to the Manage Physicians screen.

### *Deleting Physicians*

1. Click on Manage Physicians under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, choose the physician whose information you would like to delete from the Physician Name pick list at the top of the screen. Or, click on the physician's name in the Physician Listing at the bottom of the screen.
3. In the Edit Physician box, press **Delete**.
4. A box will open asking if you want to delete this physician. Press **OK**.
5. Once your changes are successfully saved, "Physician Deleted" will appear in the upper right corner of the Manage Physicians screen.

### *Listing All Physicians*

A list of all physicians entered into an organization's database may be viewed by pressing **List All** on the Select a Physician to Edit screen.



Select a Physician to Edit

Physician Name

### *Printing All Physicians*

To print out a list of all the primary care providers in your organization's database, follow these steps:

1. Click Manage Physicians under Maintenance in the menu panel.
2. Press **List All** in the Select a Physician to Edit box.
3. Do one of the following:
  - Choose **F**ile, then **P**rint, from your browser's menu bar. In the Print dialog box, press **OK**.
  - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
  - Choose **F**ile, then **P**rint, from your browser's menu bar.
  - In the Print dialog box, press **P**roperties.
  - In the Properties box, find the section where you may specify orientation. Choose landscape.

- Press **OK**.
- Press **OK** in the Print dialog box.

## Managing Sites

Administrators use the Manage Site screens to add new or update existing sites that provide immunizations within their organizations. Once a site is added to VIIS, it is available from several pick lists used for immunization recording and reporting.

### Adding Sites

1. Click on Manage Sites under the Maintenance section of the menu panel.
2. On the Manage Sites screen, press **Add Site**.

3. Within the Add Sites box, fill in the following information:
  - Enter the site name in the required field.
  - Indicate whether the site maintains its own vaccine inventory or whether it draws inventory from another source by clicking the Yes or No radio button under Has Inventory. If the site draws inventory from another source, choose the source from the Draw Inventory From pick list. All sites with inventory *must* be created prior to setting a site that draws from another.
  - Complete any additional information you wish to supply for the site
4. Press **Save**.
5. Once your site has been successfully saved, “Site Added” will appear in the upper right corner of the Edit Site box.
6. Press **Cancel** twice to return to the Manage Sites screen.

Required fields are shown in blue type. For example, when entering information on the Add Site screen, the Site name is required; thus they are shown in blue type. Input fields not shown in blue are optional.

When inventory is drawn from another site, the source site must be selected from a pick list. Therefore, you will need to create all sites that maintain inventory prior to adding sites that draw from those inventories.

It is important to tie sites that draw inventory sources. This way, the registry will be able to keep an accurate count of all vaccines.

Sites that draw inventory from another site are shown indented on site pick lists in VIIS.

### *Editing Site Information*

1. Click on Manage Sites under the Maintenance section of the menu panel.
3. On the Manage Sites screen, choose the site whose information you would like to edit from the Site Name pick list at the top of the screen. Or, click on the site name in the Site Listing at the bottom of the screen.
3. Add or change information on the Add Site box.
4. Press **Save**.
5. Once your site has been successfully saved, "Site Updated" will appear in the upper right corner of the Edit Site box.
6. Press **Cancel** twice to return to the Manage Sites screen.

### *Deleting Sites*

1. Click on Manage Sites under the Maintenance section of the menu panel.
2. On the Manage Sites screen, choose the site whose information you would like to delete from the Site Name pick list at the top of the screen. Or, click on the site name in the Site Listing at the bottom of the screen.
3. In the Add Site box, press **Delete**.
4. A box will open asking if you want to delete this site. Press **OK**.
5. VIIS will return to the Manage Sites screen and the message "Site deleted" will appear at the upper right corner of the screen.

### *Listing All Sites*

A list of all sites entered into an organization's database may be viewed by choosing **List All** on the Manage Sites screen. This table lists the name of the site, the contact name and telephone number for the site, and whether the site has its own inventory or draws from another site.

### *Printing All Sites*

To print out a list of all sites in your organization, follow these steps:

1. Click Manage Sites under Maintenance on the menu panel.
2. Press **List All** in the Select a Site to Edit box.



3. Do either of the following:
  - Choose File, then Print, from your browser's menu bar. In the Print dialog box, press **OK**.
  - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
  - Choose File, then Print, from your browser's menu bar.
  - In the Print dialog box, press **Properties**.
  - In the Properties box, find the section where you may specify orientation. Choose landscape.
  - Press **OK**.
  - Press **OK** in the Print dialog box.

## Managing Clinicians

Clinicians are the individuals within the organization who administer and/or approve the administration of vaccines. A clinician may be associated with one or more clinic sites. The organization administrator will use the Manage Clinicians function to enter new and update existing clinicians within the organization. Clinicians added to the registry through this function will be available from pick lists used for recording immunizations.

### *Adding Clinicians*

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. Press **Add Clinician**.



Required fields are shown in blue type. For example, when entering information on the Managing Clinicians screen, the clinician last name is required; thus they are shown in blue type. Input fields are not shown in blue are optional.



When entering clinician site information on the Add Clinician screen, you may move the sites in the field in the middle of the screen from left to right simply by double clicking them.

3. At the Add Clinician Information screen, choose a role for the clinician. Definitions of these roles are as follows:

**Clinician:** The clinician is the person who administers the vaccination.

**Ordering Authority:** In a public health department, the ordering authority is the medical director. In private practice, the ordering authority is the client's pediatrician or primary care physician.

**Ordering Authority/Clinician:** Check this option if the person both authorizes and administers vaccines, such as a pediatrician.

4. Fill in the required field, Last Name, and any other fields you wish to complete. The Prefix field, for example, might be filled with "Dr." and the Suffix field would then be "M.D."
5. In the Complete Site Listing field at the bottom of the screen, highlight a site with which the clinician will be associated and press **Add**. Do this for each site at which the clinician may practice. If the clinician is associated

with all the sites in the Complete Site Listing, press **Add All**.

6. Press **Save**.
7. After the clinician is successfully saved, the message "Inserted clinician: <last name>, <first name>" will appear at the bottom of the screen.
8. Press **Cancel** to return to the Manage Clinicians screen, .

### *Editing Clinician Information*

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. Press **Find Clinician**. Or, choose a health care site from the Site List and click on the appropriate clinician name on the table at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 4.
3. At the Clinician Search screen, enter the last and first names of the clinician and press **Find** to bring up his or her information. Then click on his or her last name in the Search Results table. Or, leave both fields blank and press **Find** to bring up a list of clinicians within the organization. You may then click on the last name of the clinician within the Search Results table to bring up his or her information.

4. Make the desired changes or updates to the clinician's information.
5. Press **Save**.
6. Once the clinician's information is successfully updated, the message "Updated clinician: "<last name>, <first name>" will appear at the bottom of the screen.
7. To return to the Manage Clinicians screen, press **Cancel**.

### *Deleting Clinicians*

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. On the Manage Clinicians screen, choose a health care site from the Site List.

3. Press **Find Clinician**. Or, click on the appropriate clinician name in the table at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 5.
4. At the Clinician Search screen, enter the first and last name of the clinician and press **Find** to bring up his or her information. Then click on his or her last name in the Search Results table. Or, leave both fields blank and press **Find** to bring up a list of clinicians within the organization. You may then click on the last name of the clinician within the Search Results table to bring up his or her information.
5. At the Edit Clinician Information screen, press **Delete**.
6. A box will open asking if you want to delete this clinician. Press **OK**.
7. VIIS will return you to the Manage Clinicians screen.

### *Listing All Clinicians*

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. On the Manage Clinicians screen, press **Clinician List**.
3. The Clinician Listing screen will open, showing all available clinicians, their site association(s), and their role(s).
4. Press **Close** to return to the Manage Clinicians screen.

### *Printing All Clinicians*

To print out a list of all the clinicians in your organization's database, follow these steps:

1. Click Manage Clinicians under Maintenance in the menu panel.
2. Press **Clinician List** at the Manage Clinicians screen.
3. Do one of the following:
  - Choose **F**ile, then **P**rint, from your browser's menu bar. In the Print dialog box, press **OK**.
  - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
  - Choose **F**ile, then **P**rint, from your browser's menu bar.

- In the Print dialog box, press **Properties**.
- In the Properties box, find the section where you may specify orientation. Choose landscape.
- Press **OK**.
- Press **OK** in the Print dialog box.